



U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION

FEDERAL CAREER INTERN PROGRAM OPPORTUNITY

PARALEGAL SPECIALIST POSITIONS

The **Civil Rights Division of the Department of Justice** is seeking individuals with strong analytical and written and verbal communication skills to serve as paralegal specialists in a variety of sections in Washington, D.C. The Division is primarily responsible for enforcing federal statutes and executive orders that prohibit unlawful discrimination through civil litigation, consent orders, settlements, technical assistance, public outreach and education programs. Since the Division was established in 1957, it has played an important and exciting role in the passage and enforcement of our national's civil rights laws. More information about the work of the Division and its sections may be found at <http://www.usdoj.gov/crt/crt-home.html>.

Paralegal specialists work closely with attorneys, investigators and other staff to fulfill the Division's mission. The duties of the paralegal specialist position vary depending on the specific work of the particular section, but generally include: conducting legal and factual research; interviewing potential witnesses; reviewing and analyzing substantive information and materials, such as statistical information and transcripts of trial or deposition testimony, and communicating that analysis – both verbally and in writing (through memoranda, letters and other documents); organizing and maintaining files; and utilizing computer databases to conduct research. Frequent travel may be required.

These paralegal specialist positions are entry-level career development positions for two-year excepted service appointments through the Federal Career Intern Program (FCIP), http://www.opm.gov/insure/health/new_employees.asp and may lead to conversion to permanent appointment for individuals who perform satisfactorily during that two-year period. These positions are at the GS-5 (\$31,751) to GS-7 (\$39,330) level, depending on qualifications, and incumbents participate in a training and development program.

Minimum qualifications: **For GS-5:** a bachelor's degree or a 4-year course of study leading to a bachelor's degree in any field OR three years of work experience, including one year of experience performing duties related to these positions. **For GS-7:** 1 full year of graduate level education or a bachelor's degree with superior academic achievement OR one year of

specialized experience performing duties related to these positions. Superior academic achievement means (1) standing in the upper third of your college class or major subdivision, (2) a grade point average of at least 3.0 on a 4.0 scale, or (3) election to membership in one of the national scholastic honor societies (other than freshman honor societies) that meets the requirements of the Association of College Honor Societies.

Strong analytical, written and verbal communication, and organizational skills are preferred. Research skills are desirable. Proficiency speaking and writing minority languages (including Spanish, Asian languages, Native American languages, and Alaskan Native languages) is desirable, but not required, for some sections within the Civil Rights Division where such language skills would contribute significantly to the work of the section.

These positions are open to all qualified individuals, including current federal employees. U.S. citizenship is required, and employment is conditioned upon successful completion of a drug test and background investigation. The Department of Justice is an equal opportunity employer and provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please note that in your application or otherwise notify the agency; determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Applicants who are eligible for veterans' preference should include that information in their application materials and submit a DD-214 or other supporting documentation of eligibility.

Applicants should submit a resume and a brief writing sample by electronic mail to crd.vacancies@usdoj.gov no later than 11:59 p.m. EST on March 28, 2008. Please reference 07-FCIP-002, FCIP/CRT Paralegal Specialist in the subject line. Applications will be reviewed for consideration at the end of each month during the posting of this announcement. After the review, applications of qualified applicants received by the established cut-off dates will be referred to the selecting officials for consideration.